Massachusetts General Hospital – Center for Women's Mental Health
Senior Clinical Research Coordinator

Program Description:
The Center for Women's Mental Health is a clinical and research program within the Department of Psychiatry at Massachusetts General Hospital. Our Program is dedicated to the evaluation and treatment of psychiatric disorders associated with female reproductive function. The Center provides a range of clinical services to women which include: consultation regarding the use of psychiatric medications during pregnancy; treatment for postpartum mood and anxiety disorders; treatment for premenstrual syndrome; and treatment of menopause related mood and anxiety symptoms, sleep disorders, and hot flashes. The goal of our research division is to examine a wide range of questions which affect the lives of women with psychiatric conditions. Our research projects mirror the span of our center's clinical expertise. For more information about the clinical and research program, please visit our website: www.womensmentalhealth.org.

Responsibilities:
Reporting to, and working closely with, our Program Manager and Principal Investigator, the Senior Clinical Research Coordinator will be responsible for project management of the National Pregnancy Registry for Psychiatric Medications, the largest prospective study of the reproductive safety of antidepressants, atypical antipsychotics, and psychostimulants. The project team currently consists of two full-time clinical research coordinators, up to two undergraduate interns, the program manager, and study investigators.

- Oversee regulatory compliance with IRB and sponsor guidelines
- Assist with the preparation and communication of progress reporting to study sponsors
- Oversee adverse event and serious adverse event monitoring per protocol and in accordance with MGH research policies
- Oversee database management
    - Develop and operationalize a QA/QC plan for a large REDCap database
    - Coordinate and perform data pulls
    - Perform data pre-processing and descriptive analyses; coordinate data cleaning and analysis with a staff biostatistician
- Supervise the preparation and submission of poster presentations and manuscripts; prepare and review methods and analytic plans
    - Prepare protocol documents, project budgets, and draft analytic plans for sub-analyses or ancillary studies
- Develop and operationalize process and performance improvement projects
- Conduct study visits and manage electronic deployment of surveys
- Manage the recruitment, screening and enrollment of research patients; develop marketing strategies and deploy assets for study recruitment
- Perform data collection and entry; perform data quality audits
- Provide day-to-day research supervision of undergraduate interns

Work Environment:
Currently, our group is made up of six research coordinators, a program coordinator, a biostatistician, and eight psychiatrists, two of whom are principal investigators, including the Director. The research coordinators, and program assistant work closely with the study principal investigators and meet twice

weekly as a group to review study progress. The group meets once a week for two hours to review clinical cases and ongoing research progress. This is a full-time hourly position with a 9:00-5:30 workday and a ½ hour unpaid lunch. Our Program is located in the Simches Research Building in a combined administrative and clinical space.

Note: Amidst ongoing COVD-19 pandemic, a hybrid work model is in place. Relocation to Boston is required for this position.

Qualifications:
We are looking for candidates who possess at least a bachelor's degree and 3 years research and data management experience. Experience with REDCap databases and regulatory/IRB submissions is preferred. Annual compensation for this full-time position will start at $57,000 per year, and benefits are available.

This position is ideal for someone with previous experience as a clinical research coordinator or research assistant who is interested in further developing skills in data and research project management, with future ambitions of pursuing graduate studies in statistics, epidemiology, or health sciences. A two-year commitment is strongly preferred.

Skills:

- Strong organizational skills and attention to detail; love of data and improvement projects
- Ability to prioritize and resolve critical issues efficiently and effectively
- Ability to effectively present ideas, information and roadblocks
- Ability to work independently and self-manage; ability to lead and coordinate others
- High degree of initiative and enthusiasm for learning new concepts and working with new tools and sources of information
- Data cleaning skills with either R, Stata, or SAS, and prior experience working with statisticians is advantageous

Interested applicants may send cover letters and resumes to Program Coordinator Bryn Rediger at brediger@partners.org